

July 28, 2014

**SUBJECT:** The Rhode Island Lottery submits this bid request for **MONOPOLY MILLIONAIRES CLUB “How to Play” RACK CARDS**. Please forward sealed bids to:

Rhode Island Lottery  
1425 Pontiac Avenue  
Cranston, RI 02920  
Attention: Gerald S. Aubin, Director  
**BID 14-10A**  
**P.O. #7944**

**QUANTITY:** **125,000**

**DESCRIPTION:** 100# text gloss coated two sides  
4 color process with full bleeds  
Full size: 11”W x 9.75”H  
¼” bleeds on all 4 sides  
Final trim size – 10.5”W x 9.25”H  
Print two (2) sides  
Trim/crop all four sides  
TRI-FOLD  
Final Folded Width is 3.5”

**NOTE:** **Please price SEPARATELY**  
Bulk packaged  
Shrink wrapped in packs of 50

**ARTWORK:** To be supplied by the RI Lottery

**OTHER:** Please **include** set-up fees, shipping & handling & any/all charges in bid price

**PROOF:** Pre-production Epson proof required

**IMPORTANT:** **PRODUCT DELIVERY DUE IN-HOUSE BY SEPTEMBER 19, 2014**

**FOB:** Rhode Island Lottery, 1425 Pontiac Avenue, Cranston, RI 02920

**BIDS DUE:** **AUGUST 11, 2014**

**QUESTIONS:** Contact Sandi Conroy or Dan Sarro at 401-463-6500

**NOTE:** BIDS WILL NOT BE ACCEPTED UNLESS RETURN LABEL IS USED ON ENVELOPE – **DO NOT FAX**

**INTERNET  
BIDDERS:**

VENDORS WHO USE THE INTERNET TO DOWNLOAD  
INFORMATION MUST INCLUDE THE BID NUMBER ON THE  
ENVELOPE, SUBMITTED IN HARD COPY, BY BID DEADLINE –  
**DO NOT FAX**

**CHECKLIST**

- \_\_\_\_\_ Please include pricing for a **RUSH** delivery
- \_\_\_✓\_\_\_ Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.
- \_\_\_✓\_\_\_ Estimated delivery time is required with bid proposal
- \_\_\_✓\_\_\_ Delivery **REQUIRED IN-HOUSE** by **SEPTEMBER 19, 2014**
- \_\_\_\_\_ Please provide a Sample of vinyl material WITH your sealed Bid proposal.
- \_\_\_\_\_ Upon Bid Award, sample REQUIRED
- \_\_\_✓\_\_\_ Pre-production Sample/**EPSON PROOF** to be approved by the Rhode Island Lottery
- \_\_\_\_\_ Please specify, if the RI Lottery chooses to accept bid, percentage of overage/ underage
- \_\_\_✓\_\_\_ Bulk packaged or Shrink wrapped packs of 50
- \_\_\_\_\_ The Rhode Island Lottery will exercise the right to receive the stock on an as needed basis
- \_\_\_\_\_ Insurance Certificate must be submitted with Bid proposal.
- \_\_\_\_\_ Please include three (3) references with names, addresses and telephone numbers.
- \_\_\_✓\_\_\_ Include confirmation that vendor has registered as a State vendor at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- \_\_\_✓\_\_\_ Successful out-of-state vendor **MUST** file a Certificate of Authority at [www.sos.ri.gov](http://www.sos.ri.gov) and provide confirmation

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for any overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

All proposals are submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any costs or expenses incurred by a vendor in submitting a response.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a Bid contract.

Before the Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within 5 days of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

Prior to the final award of a bid a successful out-of-state vendor (s) will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the RI Secretary of State's website – [www.sos.ri.gov](http://www.sos.ri.gov) and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Upon award of bid the successful vendor must complete a W-9 form which will be supplied by the Rhode Island Lottery.